

Approved For Release 1999/09/20 : CIA-RDP78-04488A000200260065-8

DTR-8405
ES-155 FILE

DD/M&S 73-1353

6 April 1973

MEMORANDUM FOR: Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 Deputy to the DCI for the Intelligence
 Community
 Director, Planning, Programming and
 Budgeting
 General Counsel
 Legislative Counsel
 Inspector General
 Director of National Estimates

SUBJECT : Federal Executive Institute Seminar

1. The Federal Executive Institute announces the "Charlottesville Seminar for Top Managers." This seminar is aimed at the general field of managerial effectiveness in government services, and it will be held during the period 24 - 27 April 1973 at Charlottesville. Only GS-18 candidates will be considered.
2. Please submit the names of your nominees, by memorandum or telephone, to my office by COB 10 April 1973.

STATINTL



HAROLD L. BROWNMAN
 Deputy Director
 for
 Management and Services

cc: AO/DCI

11 APR 22 - ADVISED DCI WILL NEGATIVE -
 ADDITIONS HANDLING THIS DIRECTORATE

12 " - DMS SECRETARIAL ADVISED
 BY PHONE THAT DCI
 INFORMATION 12/10/73 WILL
 ATTEND -

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12 April 1973

25X1A

Mr. Brownman's secretary telephoned me late this afternoon to advise that John McMahon, Director/ELINT has been selected to attend the Charlottesville Seminar for Top Managers. Mr. Brownman requests that FEI be advised that McMahon is a "senior GS-17 shortly to be promoted to GS-18".

I telephoned Mr. McMahon's office and asked that they forward Form 136 ASAP which they will do. Mr. McMahon has asked for course information, etc. (I do not believe any exists but I told them I would check.) I advised Kathy in O-DTR that Mr. McMahon has been selected.

I completed (in part) the attached Form 37 for transmittal to FEI. Note: Cost of Course is incomplete. Maybe a formal letter should transmit the form.

Miriam

4/13/73

Called FEI Mr. Pat Conklin 703 -

296-0181 to verbally enroll McMahon.

meals + Lodging

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Cost. - \$280. FEI is sending a
to us re course background - Asking for Bid date